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Title of Document: Departmental Affirmative Action Plan for Equal Employment

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Applicability: All DDSN State Employees

POLICY STATEMENT

It is the policy of the South Carolina Department of Disabilities and Special Needs (DDSN) that all employees and applicants for employment are afforded equal employment opportunity. It is in that regard that we present this policy statement as an embodiment of that commitment.

Top Level Support:

The Commission, State Director, Deputy and Associate State Directors and other Central Office Staff of DDSN have given unequivocal support for the success of an affirmative action program of equal employment. The Commission has enunciated and does periodically reaffirm an explicit equal employment policy that has maintained a climate of acceptance. The Director of Human Resource Management and Legal Services communicates the purposes and goals of the program; initiates needed training to combat any possible resistance to change; and critically assesses all ongoing operations. The policy of the Commission, the State Director and the Department is publicized internally and externally through such means as policy memorandums, administrative directives, speeches, articles, bulletin boards, employee manuals and training sessions. The Office of the State Director of DDSN transmits policy to all facilities under the Department's supervision and direction.

Equal Employment Practice:

It is the practice of this agency to recruit, hire, train and promote employees without discrimination because of race, religion, color, political affiliation, disability, national origin, sex or age; except where sex, age or physical qualification is a bona fide occupational qualification.

Furthermore, it is our practice to take affirmative action to remove any disparate effects of past discrimination and to prevent future discrimination because of race, religion, color, disability, national origin, sex or age; except where sex, age or physical qualification is a bonafide occupational qualification. This practice applies to all levels and phases of human resource management such as recruitment advertising, testing, hiring, training, promotion, transfer, leave practice, rates of pay and selection for supervisory positions. Furthermore, all officials and employees of this agency, as well as employment agencies and advertising agencies with whom this agency deals, will be informed of this policy and practice statement.

DDSN developed an Affirmative Action Plan to help us achieve our goal of equal employment opportunity for all. Members of our Board have reviewed the plan and are committed to implementing the goals and timetables established in the plan. Effective July 1, 1986, Wayne D. Blanton, Director of Human Resource Management, assumed overall responsibility for implementation of our affirmative action plan. These responsibilities include development of specific goals and timetables, reporting progress to the chief executive officer, and upon request, reporting progress to members of the Board.

The Affirmative Action Program will remain in effect until such goals are achieved and fair representation exists. We expect the full cooperation of all managerial, supervisory and other employees in this program.

Stanley J. Butkus, Ph.D.
State Director

(Originator)

RESPONSIBILITIES FOR IMPLEMENTATION

Mr. Wayne D. Blanton, Director of Human Resource Management, operating at the appointment of the agency head, is the Equal Employment Officer. He is responsible for the overall administration of this plan and is in constant touch with the Commission on Human Affairs to keep it informed of our progress and needs. He has the authority to implement every facet of this plan, report directly to the agency head, and has direct contact with all others who play an important role in accomplishing the agency's goals.

Employees of DDSN are provided with a copy of the Equal Employment Practice Statement. Also, copies are posted on bulletin boards at the main office and at all regional offices. It is the responsibility of the Regional Directors, Facility Administrators and HRM Directors to ensure that this action is carried out.

The District Directors, Facility Administrators, Program Administrators, and the HRM Directors are responsible for keeping employees of DDSN and the public informed of the Department's commitment to Equal Employment Opportunity. This is accomplished through the use of bulletins, regular staff meetings, and employee orientation sessions. This practice has been in effect since July 1, 1973.

The District Directors and HRM Directors are responsible for establishing a system of feedback controls within all departmental levels. This system of feedback is communicated to the departmental Equal Employment Officer. The Equal Employment Officer has designated one person at each facility to serve as liaison within his office on all matters pertaining to Affirmative Action and Equal Employment Opportunity.

Periodic progress reports are compiled and reviewed internally to determine progress and/or needs regarding Affirmative Action. The appropriate employees are advised of the status and any requirement for action on their part.

Progress reports are submitted to the State Human Affairs Commission on a semi-annual basis.

